MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

ADULT SERVICES SUPERVISOR
LIBRARY DISTRICT – SOUTHEAST REGIONAL LIBRARY
LOCATED AT 775 N. GREENFIELD RD, GILBERT

RECRUITMENT DATES: Monday, May 7, 2001 – Open Until Filled

SALARY: $39,416 - $46,862.40 Per Year

POSITION QUALIFICATIONS: Master's Degree in Library Science or related field and three years of library experience, including at least one year of supervisory experience required. Professional knowledge and experience in reference and reader's advisory services to adults. Familiarity with standard reference tools and automated systems. Prefer candidates with prior public library experience.

ESSENTIAL JOB TASKS: Organizes and manages daily operations of the Adult Services area. Hires, trains, schedules, supervises and evaluates professional and paraprofessional staff. Participates in the collection development of an assigned area (i.e., assess, weed, select) and monitors budget. Provides customer service, reference service and reader's advisory. Interprets policies and procedures. Coordinates the planning and implementation of public programming. Prepares budget recommendations and oral/written reports and generates correspondence as needed. Participates in the Southeast Regional Library Supervisory Team, including short/long range planning. Serves on committees within the District, represents MCLD at professional meetings and works on joint projects with outside contacts.

SELECTION PROCEDURE: EDUCATION/EXPERIENCE EVALUATION.   The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

FILING PROCESS: Required County Application Form (3100-049) and **SUPPLEMENT** must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Recorded Job Message: 602-506-3329. Phone: 602- 506-3755. Teletypewriter (TT) 602-506-1908. If you have access to a fax machine or fax PC, you may request application materials via our Fax on Demand program at 602-506-1212.**Internet Address:** www.maricopa.gov

NOTE TO EMPLOYEES Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 5 of the application form for complete information.

RECRUITMENT ABBREVIATION CODE: ADSS-SERL, KC   **DATE PULISHED: Monday, May 7, 2001**
107479, 1D

SUPPLEMENTAL INFORMATION

ADULT SERVICES SUPERVISOR
LIBRARY DISTRICT – SOUTHEAST REGIONAL LIBRARY

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have at least three years library experience? If yes, please describe your experience below.   ❏ Yes ❏ No ___#yrs

2. If yes, do you have supervisory experience in a library setting? Please describe your experience.   ❏ Yes ❏ No ___#yrs

3. Do you have experience in Reference or Reader's Advisory Services? If yes, please describe your experience.   ❏ Yes ❏ No ___#yrs

4. Do you have experience working with automated library systems and/or reference tools? If yes, please list systems and tools you are familiar with.   ❏ Yes ❏ No ___#yrs

_____   _____

SIGNATURE   DATE   ADSS-SERL, 05-01